

I. INTRODUCTION

A. Purpose

To provide employees with the opportunity to earn paid time off from work. Regulatory reference: Classified: 101 KAR 2:102, Section 1. Unclassified: 101 KAR 3:015, Section 1.

II. PROCEDURES

A. Annual Leave; Accrual

1. Full-time employee must work or be on paid leave for 100 hours or more per month to accrue annual leave.
2. Accrued annual leave is credited on the first day of the month following the month in which the annual leave is earned
3. Interim, part-time and per diem employees are not entitled to annual leave.
4. Annual leave shall not accrue when an employee is on educational leave with pay.
5. The monthly rate at which employees accrues annual leave is determined by their years of service.
6. In computing months of total service for the purpose of earning and accumulating annual leave, only those months for which employees earned annual leave shall be counted. A former employee who has been rehired shall receive credit for prior service, unless the employee had been dismissed as a result of misconduct or a violation of KRS 18A.140, 18A.145, or 18A.990.
Note: An employee, who has retired from a position covered by a state retirement system, is receiving benefits and returns to state service, shall not receive credit for months of service prior to retirement.
7. An employee who is eligible for state contributions of life insurance and health benefits under the provisions of KRS Chapter 18A shall have worked or been on paid leave, other than educational leave, during any part of the previous month.

B. Annual Leave; Accrual Rates

Each full-time employee accumulates annual leave at the following rates

<u>Months of Service</u>	<u>Annual Leave Days</u>
0 - 59 months	1 day per month; 12 per year
60 - 119 months	1 1/4 days per month; 15 per year
120 - 179 months	1 1/2 days per month; 18 per year
180-239 months	1 3/4 days per month; 21 per year
240 months and over	2 days per month; 24 per year

C. Annual Leave; Maximum Accrual

Annual leave may be accumulated and carried forward from one calendar year to the next not to exceed the following maximum amounts:

<u>Months of Services</u>	<u>Maximum Amount</u>
0 - 59 months	30 work days; 225.0 hours
60 - 119 months	37 work days; 277.5 hours
120 - 179 months	45 work days; 337.5 hours
180 - 239 months	52 work days; 390.0 hours
240 months and over	60 work days; 450.0 hours

During the course of a calendar year employees may accumulate annual leave in excess of the maximum amounts listed above. Leave in excess of the above maximum amounts shall be converted to sick leave at the end of the calendar year, or upon retirement.

D. Requesting/Granting of Annual Leave

1. An employee who makes a timely request for annual leave shall be granted annual leave by the appointing authority, during the calendar year, up to at least the amount of time earned that year, if the operating requirements of the agency permits.
2. An appointing authority may require an employee who has a balance of at least 100 hours of compensatory leave to use compensatory leave before the employee's request to use annual leave is granted, unless the employee's annual leave balance exceeds the maximum number of hours that may be carried forward.
3. Annual leave shall not be granted in excess of that earned prior to the starting date of leave. It should be noted that annual leave is not posted until the first day of the month following the month in which the leave is earned.

4. Employees shall request the use of annual leave from their supervisor by sending the "request for leave" form to their supervisor via e-mail or in hard copy. The request should indicate the date(s) the leave is requested, the amount of leave requested on each date, and if it is a partial day the time you wish to leave and return. When approving the request via e-mail the supervisor shall forward his/her response to the employee and to the person responsible for preparing the timesheets for the work unit (if different from the employee/supervisor). If it is necessary to deny a request the supervisor should discuss the reasons with the employee.
5. In order to allow supervisors adequate time to plan work schedules, employees are required to submit requests for annual leave in advance. Within this agency any request submitted less than seven (7) calendar days in advance is not considered to be a timely request and may be denied on the basis of not being timely. However, circumstances sometimes prevent an employee from providing a timely request and if operating requirements permit, the supervisor may (at their discretion) still grant the use of annual leave.
6. Annual leave shall be used in increments of hours or one-quarter (1/4) hours.
7. An employee shall use annual leave for an absence on a regularly scheduled workday.
8. Absence due to sickness, injury, or disability in excess of that authorized for those purposes shall at the request of the employee, be charged against annual leave. **Note:** The appointing authority may, for good cause and on notice, require an employee to supply supporting evidence.

E. Transfer of Annual Leave

An employee who is transferred or otherwise moved from the jurisdiction of one agency to another shall retain his accumulated annual leave in the receiving agency.

F. Payment of Annual Leave

1. Employees shall be paid in a lump sum for accumulated annual leave, not to exceed the maximum amounts as set forth in item C of this subsection, when separated by proper resignation or retirement. Following payment of annual leave at resignation, leave remaining after the payment of the maximum provided shall be removed from the balance.
2. An employee who has been dismissed for cause related to misconduct or who has failed, without proper excuse, to give proper notice of resignation or retirement shall not be paid for accumulated annual leave. **Note:** Proper notice is written notice submitted

two calendar weeks (14 calendar days) in advance of the effective date.

3. If an employee is laid off, he shall be paid in a lump sum for all accumulated annual leave.
4. Employees in the unclassified service who revert to the classified service or employees who resign one day and are employed the next day shall retain their accumulated leave in the receiving agency.
5. Employees who have been dismissed for cause or who have failed to give proper notice of resignation may be paid in a lump sum for accumulated annual leave not to exceed the maximum amounts as set forth in item C of this subsection.
6. Upon the death of an employee, his/her estate shall be entitled to receive pay for the unused portion of the employee's accumulated annual leave.
7. An employee may request in writing that his/her annual leave not be paid upon resignation, and that all or part of the amount of his/her accumulated annual leave, that does not exceed the amount established by the is section be waived, if: (1) the employee resigns, or is laid off from his/her position, because of an approved plan of privatization of the services he/she performed; and (2) The successor employer has agreed to credit him/her with an equal amount of annual leave.

G. Miscellaneous

An employee who is eligible for state contributions of life insurance and health benefits under the provisions of KRS Chapter 18A shall have worked or been on paid leave, other than educational leave, during any part of the previous month.